

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED  
APR 05 2018

HUMAN RESOURCES  
4/5/18

Name: LUIS ALAS

Date of Request: 4/5/18

City Attorney Branch/Section: FACILITIES & TECH

Outside Title/Position: LIBRARY ASSISTANT

Outside Employer Name and address:

Number of hours per week: 20

USC LAW LIBRARY / 699 EXPOSITION  
BLVD / LA, CA 90089

Outside Work Schedule days/times: SA/SU 10-7 AM & night  
9-6 PM 9 hrs

Phone Number: [REDACTED]

Type of Work: LIBRARY ASSISTANT / CLERICAL /  
RESEARCH

Start and End Date: Aug 2007 -  
4/5/18 - 4/4/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain; ☐ Yes ☒ No
- Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee; ☐ Yes ☒ No
- Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency; ☐ Yes ☒ No
- Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient. ☐ Yes ☒ No
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City. ☐ Yes ☒ No
- Will you receive any remuneration for your employment? If so, list the approximate amount: ☐ Yes ☒ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

WAK/For [Signature]

Date: 4/5/18

Date: \_\_\_\_\_

Supervisor

[Signature]

Date: 4/5/18

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Janis Levart Barquist

Date of Request: October 30  
September 24, 2018

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Westside Jewish Community

Outside Employer Name and Address:

Number of hours per week: 5 evening  
meetings per  
year

WJSC  
5870 Olympic Blvd,

Outside Work Schedule days/times: occasional day  
meeting (2xper  
year)

Type of Work: Attendance at Board meetings, WJSC

Phone Number: \_\_\_\_\_  
Start and End Date: Now to 2019  
November

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

Therese Samuels  
Supervisor  
UAC  
Chief of Staff

Date: 10/30/18  
Date: 10/31/18

Oliver  
Branch Chief

Date: 10/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Janis Levart Barquist

Date of Request: October 30  
September 24, 2018

City Attorney Branch/Section: Labor Relations

Outside Title/Position: County of LA ERCOM  
Hearing Officer

Outside Employer Name and Address:

Number of hours per week: 2 - 6 hours per day

County of Los Angeles

Outside Work Schedule days/times: Possibly 1-4  
times per year

500 West Temple Street, Los Angeles, CA

Phone Number: [REDACTED]

Type of Work: Hearing Officer work

Start and End Date: Now March 2019  
November

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Possibly. Some cases might involve municipal law, however, most cases will involve violations of County labor and employment rules</u>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| No   |                                     |                                     |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>xxxxx</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Yes. \$150/hour

[Signature]  
Supervisor  
[Signature]  
Chief of Staff

Date: 10/30/18  
Date: 10/31/18

[Signature]  
Branch Chief

Date: 10/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Janis Levart Barquist

Date of Request: October 30, 2018

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Judge Pro Temp

Outside Employer Name and Address:

Number of hours per week: 3-4 hours per day, approx

Los Angeles Superior Court

Outside Work Schedule days/times: 4 days per year

Los Angeles, CA

Phone Number: \_\_\_\_\_

Type of Work: Judging, and signing TRO requests

Start and End Date: Now 10-30-19  
2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                      | No                                    |
|--|--------------------------|---------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 7. Are any issues of municipal law involved? If so, describe: <u>Possibly. Sometimes cases involve Municipal law, however, I never decide cases where the City is a party.</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>No</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:<br><small>No remuneration</small>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> x |

**APPROVED BY:**

Supervisor

Date: 10/30/19

Branch Chief

Date: 10/30/19

Chief of Staff

Date: 10/31/19

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Janis Levart Barquist

Date of Request: October 30  
September 24, 2018

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Arbitrator  
2 - 8 hours per day

Outside Employer Name and Address:  
County of Los Angeles

Number of hours per week: Possibly 1-4  
times

500 West Temple Street, Los Angeles,  
CA,

Outside Work Schedule days/times: [REDACTED] per year about

Phone Number: \_\_\_\_\_

Type of Work: Contract Arbitrator work

Start and End Date: 10-30-19

Now 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☐

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☐

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. Possibly. Some cases might involve

☐ ☒

7. Are any issues of municipal law involved? If so, describe: municipal law, however, most cases will involve violations of County MOU provisions

☐ ☐

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☐

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$250.00 per hour

☐ ☐

**APPROVED BY:**

xxxxx Vivian Searns

Date: 10/30/18

Supervisor

VAC

Date: 10/30/18

[Signature]

Branch Chief

Date: 10/30/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Janis Levart Barquist

Date of Request: October 30  
September 24, 2018

City Attorney Branch/Section: Labor Relations

Outside Title/Position: County of Los Angeles Civil Servi  
Hearing Officer

Outside Employer Name and Address:

Number of hours per week: 2 - 6 hours per day

County of Los Angeles

Outside Work Schedule days/times: Possibly 1-4  
times

500 West Temple Street, Los Angeles, CA

Phone Number: [REDACTED] per year about

Type of Work: Hearing Officer work

Start and End Date: 10-30-19

Now 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Possibly. Some cases might involve municipal law, however, most cases will involve violations of County employment rules</u>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>xxxxx</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Yes. \$150/hour

Supervisor

Date: 10/30/19

Branch Chief

Date: 10/30/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: JENARO BATIZ ROMERO Date of Request: 02/28/2018  
City Attorney Branch/Section: CRIMINAL / CJI Outside Title/Position: SPANISH TEACHER  
Outside Employer Name and Address: BEVERLY HILLS LINGUAL INSTITUTE Number of hours per week: 6  
Outside Work Schedule days/times: 3 hrs. 2 days a week  
Phone Number: [REDACTED]  
Type of Work: TEACHER (LANGUAGES) Start and End Date: 02/2018 / No end date set

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$ 500.00 (FIVE HUNDRED DOLLARS) MONTHLY</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

[Signature]  
Supervisor

Date: 2/29/18

Branch Chief

Date: 2/28/18

Chief of Staff

Date: 3/23/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
OCT 23 2018

*Renewal*  
OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Pamela Blair Date of Request: 10/11/2018  
City Attorney Branch/Section: Guns/Gangs Outside Title/Position: Travel Agent  
Outside Employer Name and Address: Independent Agent Number of hours per week: 0-10  
According to need; not on city time Outside Work Schedule days/times: N/A  
Type of Work: Travel Architecture Phone Number: [REDACTED]  
(Creating custom itineraries) Start and End Date: 10/11/18 / 10/11/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; ☐ ☒
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City. ☐ ☒
7. Will you receive any remuneration for your employment? If so, list the approximate amount: ☒ ☐

\$3,000 - \$6,000 annually

APPROVED BY:

[Signature]  
Supervisor

Date: 10/11/18

[Signature]  
Branch Chief

Date: 10/22/2018

[Signature]  
Chief of Staff

Date: 10/23/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 13 2018

109

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: CORY BRENT

Date of Request: 6-11-18

City Attorney Branch/Section: PLU

Outside Title/Position: KEY NOTE SPEAKER

Outside Employer Name and address:

Number of hours per week: N/A

FORCE SCIENCE INSTITUTE  
2700 S. RIVER RD. SUITE 300  
DES PLAINES, ILL

Outside Work Schedule days/times: N/A

Phone Number: 866-683-1944

Type of Work: KEY NOTE SPEAKER

Start and End Date: 10/23 | 10/26 | 18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐

☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐

☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐

☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐

☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐

☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐

☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐

☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐

☐

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$8,000 + TRAVEL COSTS AND EXPENSES

☒

☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 6-12-18

Branch Chief

Date: 6-12-18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

SEP 12 2018

HUMAN RESOURCES

Name: CORY M. BRANTE

Date of Request: 8-29-18

City Attorney Branch/Section: PLU

Outside Title/Position: N/A

Outside Employer Name and address:

Number of hours per week: N/A

CALIF. LAWYERS ASSOC.  
180 HOWARD ST. #410  
SAN FRANCISCO, CA 94105

Outside Work Schedule days/times: N/A

Phone Number: 415-774-2724

Type of Work: PANELIST ON POLICE  
USE OF FORCE CONFERENCE

Start and End Date: 11-15-18 11-16-18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ Yes ☒ No
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
9. Will you receive any remuneration for your employment? If so, list the approximate amount: TRAVEL EXPENSES + MEALS ONLY ☒ Yes ☐ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 9.6.18

Branch Chief

Date: 9.6.18

Date: 9.11.18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



## Public Law

- The Public Law Section Will Be at the CLA Annual Meeting
- Save the Date: Save the Date! Law Enforcement: Use of Force & Liability Conference
- Michael J. Mais Named 2017 Public Lawyer of the Year
- *Check out the Summer 2017 Public Law Journal*
- Need MCLE Credits?
- Thank You to Our Sponsors
- Join Us on Facebook and Twitter
- Public Law Section and California Young Lawyers Association (CYLA) Mentoring Program is Recruiting!
- Save Money with CEB

### The Public Law Section at the CLA Annual Meeting

*Earn up to 12 Hours MCLE Credit, including legal specialization, with your attendance at the full, two-day event.*



**REGISTER ONLINE HERE**

**September 14-15, 2018 | Sheraton San Diego Hotel & Marina**

**Registration & Hotel | Education | Events | Awards & Receptions | Sponsors**

**Full Brochure | Registration Form**

Click here for all the Details!

### Public Law Section Programs

#### **21 – Dissecting the Lizard: The Reptile Brain Strategy of Litigation and How to Defend Against It**

*Friday, September 14 – 4:20 p.m. – 5:20 p.m.*

The “Reptile Brain” strategy of litigation is used by Plaintiff’s counsel to appeal to the parts of jurors brains responsible for survival instincts (i.e., the “reptile brain”) and has



CLE: 1.0 Hour

### **30 – Recent Developments Under the Ralph M. Brown Act**

*Saturday, September 15 – 9:50 a.m. – 10:50 a.m.*

This program will provide an update of recent case law and legislation regarding Open Meeting Laws that govern local agencies, including the implications of the recent California Superior Court decision in the City of San Jose Court. Learn how to avoid common pitfalls that lead to violations of the Ralph M. Brown Act including such issues as use of social media and electronics during the Brown Act meetings.

CLE: 1.0 Hour

### **48 – Overview of State and Local Regulations for Cannabis Industry**

*Saturday, September 15 – 4:20 p.m. – 5:20 p.m.*

This program will focus on the new state regulations from the Bureau of Cannabis Control for both medicinal and adult-use commercial Cannabis activity, as well as the role of local jurisdictions in the Cannabis regulation. Attendees will learn about the requirements for commercial Cannabis activities at both the state and local levels to properly assist their clients.

CLE: 1.0 Hour

**Save the Date! Law Enforcement: Use of Force & Liability Conference**

**November 16, 2018**

University of California, Berkeley

*Check back here at a later date for more details!*

**2017 Public Lawyer of the Year Michael J. Mais**

RECEIVED

OCT 01 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: HOLLY BULLARD Date of Request: 8/31/18  
City Attorney Branch/Section: CRIMINAL/SPECIAL APPEALS Outside Title/Position: contract attorney  
Outside Employer Name and Address: Coffeen Law Group Number of hours per week: 3  
2155 Verdugo Blvd Outside Work Schedule days/times: nights/weekends  
Montrose, CA 91020 Phone Number: [REDACTED] as needed  
Type of Work: estate planning/trust administration Start and End Date: 9-1-18 / 9-1-19  
8/31/19 (w/h)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|  |                                     | <u>\$70/hour</u>                    |

APPROVED BY:

Greg Oland  
Supervisor

Date: 8/31/18  
Branch Chief

Date: 9/25/2018

mkc  
Date: 10/1/18  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
MAY 25 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Quin Calvin

Date of Request: 5/16/2018

City Attorney Branch/Section: DWP - Workers Comp.

Outside Title/Position: Realtor

Outside Employer Name and Address:

Number of hours per week: Not to exceed 8 hours

Self-employed Independent Contractor

Outside Work Schedule days/times: Primarily weekends  
not to exceed 8 hrs during the week

Realty Masters & Associates 17542 E. 17th St. #1100

Phone Number: [REDACTED]

Type of Work: Real Estate TUSHI, CA 92780

Start and End Date: 5/18/18 / 5/18/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒ ☐

Commission - various amounts

APPROVED BY:

[Signature]  
Supervisor [Signature]

Date: 5/16/18

Date: \_\_\_\_\_

Chief of Staff

Date: 5/24/18

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*[Handwritten signature]*

RECEIVED  
AUG 24 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: NANCY CHEAN Date of Request: 08-21-2018

City Attorney Branch/Section: PAYROLL & SPECIAL FUNDS Outside Title/Position: CAREGIVER

Outside Employer Name and Address: DEPT OF PUBLIC SOCIAL SERVICES (IHSS) Number of hours per week: 20 HOURS  
3400 AEROJECT AVE., EL MONTE, CA 91731 FRI NIGHTS & WEEKENDS  
Outside Work Schedule days/times: \_\_\_\_\_

Phone Number: [REDACTED]

Type of Work: ASSIST ELDER (MY DAD) Start and End Date: 9-12-18 / 9-12-19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount: \$11.18/HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

*[Signature]* Date: 8/23/18 Date: \_\_\_\_\_  
Supervisor Branch Chief

*[Signature]* Date: 8/23/18  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
APR 05 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Susan S. Goring

Date of Request: 3-26-18

City Attorney Branch/Section: Central Trial

Outside Title/Position: Public Safety Comm'r

Outside Employer Name and Address:

Number of hours per week: Varies

City of Redondo Beach

Outside Work Schedule days/times: Varies

415 Diamond St, Redondo Bch, CA 90277

Phone Number: [REDACTED]

Type of Work: Public Safety Commission

Start and End Date: 3/15/17 / 10/1/21

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: Public Safety Issues  
in City of Redondo Beach ☒ ☐

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: ☐ ☒

APPROVED BY:

[Signature]  
Supervisor  
LAK  
Chief of Staff

Date: 3/27/18  
Date: 4/3/18

[Signature]  
Branch Chief

Date: 4/3/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 19 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: JONATHAN CHRISFACE

Date of Request: 6/12/18

City Attorney Branch/Section: SNABO

Outside Title/Position: Author / Speaker

Outside Employer Name and Address:

QUILL DRIVER Books (FLENO, CA)

Number of hours per week: 2-3

Outside Work Schedule days/times: NO WS

+ VARIOUS SCHOOLS & OTHERS WHO ARE

Phone Number: 800 345 6683

Type of Work: Book + Public

MS FROM PRESENTATIONS

Start and End Date: 6/12/18 : 6/11/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

\$5000 Book ADVANCE + I CHARGE VARIOUS RATES FOR

PUBLIC SPEAKING

APPROVED BY:

[Signature]

Date: 6/12/18

McMolitor by MS

Date: 6/14/18

Supervisor

MAK

Branch Chief

Chief of Staff

Date: 6/18/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 07 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

HUMAN RESOURCES

Name: JONATHAN CRISTALL ATTORNEY

Date of Request: 6/12/18

City Attorney Branch/Section: SWABD

Outside Title/Position: Author / SPEAKER

Outside Employer Name and Address: QUILL DRIVER BOOKS (FREMONT, CA)

Number of hours per week: 2-3 NONE THAT IS

Outside Work Schedule days/times: SEE: NOT ON

+ VARIOUS SCHOOLS & OTHERS WHO HAVE

Phone Number: 800 345 6683 CITY

Type of Work: Book + PUBLIC SPEAKING

MS FROM PRESENTATIONS

Start and End Dates: 6/12/18, 6/11/19 TIME

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
- Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ Yes ☒ No
- Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
- Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
- Are any issues of municipal law involved? If so, describe: ☐ Yes ☒ No
- Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: ☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ Yes ☐ No

\$5,000 BOOK ADVANCE + I CHARGE VARIOUS RATES FOR

APPROVED BY:

[Signature]

Date: 6/12/18

[Signature]

Date: 8/3/18

Supervisor

[Signature]

Branch Chief

Date: 8/7/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

WOMANLY  
\$750  
PEN  
SESSION

/m

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: Camilo Cruz

Date of Request: 12/19/18

City Attorney Branch/Section: Criminal / CTI

Outside Title/Position: Proprietor / Owner

Outside Employer Name and Address:

Number of hours per week: 5

Camilo Cruz Photography  
358 Museum Drive  
Los Angeles, CA 90065

Outside Work Schedule days/times: Weekends Only

Type of Work: Art Photography

Phone Number: [REDACTED]

Start and End Date: 12/2008 Present

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

\$500 / PER YEAR

**APPROVED BY:**

		
_____ Supervisor	_____ Branch Chief	Date: <u>12/18/18</u>

<u>USA</u>	Date: <u>12/19/18</u>
_____ Chief of Staff	

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

JAN 16 2018

HUMAN RESOURCES

Name: Sanjay R. Dawson  
City Attorney Branch/Section: SND/NPP/CJI

Date of Request: 11/21/17

Outside Title/Position: Pastor

Outside Employer Name and address:  
New Mt Calvary Baptist Church  
402 E. El Segundo Blvd

Number of hours per week: 20-25

Outside Work Schedule days/times: Saturdays /  
Sundays

Phone Number: [REDACTED]

Type of Work: Clergy / Lead Pastor

Start and End Date: 12/10 / Present  
12/10/17 - 12/09/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
- Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ Yes ☒ No
- Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
- Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
- Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
- Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
- Will you receive any remuneration for your employment? If so, list the approximate amount: \$50,000 annual compensation ☒ Yes ☐ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Ayellet Roman  
Supervisor

Date: 11/27/17

[Signature]  
Branch Chief


Date: 1/9/2018

[Signature]  
Chief of Staff

Date: 1/16/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

November 21, 2017

To: Ayelet Feiman, Supervising Deputy City Attorney  
From: Sonja R. Dawson, Deputy City Attorney   
RE: RENEWAL REQUEST – OUTSIDE EMPLOYMENT APPROVAL

This memorandum is in response to the City Attorney's Office annual requirement for approval of outside employment on an annual basis. Initially, I was approved in the same position approximately six (6) years ago that is the subject of this request.

**Description of Outside Employment:** I serve as the pastor of a local church, New Mt. Calvary Baptist Church, in Los Angeles. The church is located in the unincorporated area of Los Angeles County and I lead a mid-size congregation.

**Description of City duties:** I am currently a Deputy City Attorney assigned to the Neighborhood Prosecutor Program (Southeast Area) and the Criminal Justice Initiatives Program, Prostitution Diversion Program.

**Analysis:** With respect to the governing sections of the Governmental Ethics Ordinance referenced in the instructions, the outside employment I engage in is not inconsistent or incompatible, or in conflict with my duties as a City official because of the following reasons:

- a. My outside employer has a full time on-site Church Administrator who manages the day to day operations of the ministry including personnel issues, security, facilities, and church programming. Therefore, I am able to work full time during the day without the need to handle administrative duties on City time.

Additionally, my outside employer has a part time lay minister who handles the day to day congregational care needs including conducting funerals, and responding to local hospitals at my direction. Therefore, I am able to work full time during the day without the need to handle pastoral care duties on City time. Consequently, the payment I receive from the church does not create the appearance of or involve the actual use of public office, time, equipment or supplies for personal gain.

- b. My outside employment does not involve the acceptance of or payment for or any other consideration from my outside employer or any person for the performance of an act which I would otherwise be required or expected to render in the regular course of my duties as a City employee.
- c. My outside employment does not place me in a position to make, participate in making or influence potential governmental decisions that could foreseeably have a financial effect on the source of income,
- d. My outside employment does not involve payment or services which payment would be received for the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit, or enforcement of my agency, particularly since the church I pastor is located in the County of Los Angeles, not the City of Los Angeles.
- e. For the above stated reasons, i.e. additional administrative and ministerial support, as well as an Elder board of 12 volunteers, I am able to manage the full time demands of the church and working in the City Attorney's Office as a Deputy City Attorney. Moreover, my congregation is very proud of the public service work that I do and very supportive of my desire to continue working for the City of Los Angeles City Attorney's Office.

Therefore, Pursuant to the California Rules of Professional Responsibility, I do not believe that my outside employment causes conflict with my performance as a Deputy City Attorney and I respectfully request approval to continue my work.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
SEP 05 2018

HUMAN RESOURCES

Name: Jan De Andrade

Date of Request: 9-4-18

City Attorney Branch/Section: Workers' Compensation

Outside Title/Position: Judge Pro Tem

Outside Employer Name and address:

Number of hours per week: 8 hrs / mos

LA Superior Court  
111 N. Hill St. Rm. 536, LA, CA 90012

Outside Work Schedule days/times: M-Th Afternoon 5:00 PM  
Evenings, 9:00 PM

Phone Number: [REDACTED]

Type of Work: Temporary Judge Program  
Judge Pro Tem

Start and End Date: Sept. 2018 Sept. 2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes No

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 9-4-18

Date: 9-4-18

Branch Chief

Date: 9-5-18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN 29 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Lara A. Drino Date of Request: 1/9/18  
 City Attorney Branch/Section: Criminal/FVD Outside Title/Position: Board Member  
 Outside Employer Name and Address: Women Against Gun Violence Number of hours per week: varies  
10401 Venice Blvd. # 123 Outside Work Schedule days/times: evenings + weekends  
L.A., CA 90034 Phone Number: [REDACTED]  
 Type of Work: Board of Directors Start and End Date: 1/1/18, 12/31/18  
for non-profit  
 ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

Donna M Edmiston Date: 1-11-18  
 Supervisor Donna Edmiston

MC Molidor Date: 1/29/2018  
 Branch Chief MC Molidor

Leela Kapur Date: 1/26/18  
 Chief of Staff Leela Kapur

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN 31 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Sydney RussellDate of Request: January 29, 2018City Attorney Branch/Section: LAWOutside Title/Position: Assistant

Outside Employer Name and address:

Number of hours per week: 10 hours/weekKelly Masters and Associates  
17512 E. 7th St STE 160 TulsaOutside Work Schedule days/times: Weekends onlyPhone Number: [REDACTED]Type of Work: Real EstateStart and End Date: 2/1/18 - 2/29/18**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date:

Date:

Branch Chief

Date:

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7 C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
JAN 12 2018

HUMAN RESOURCES

Name: Ayelet Feiman

Date of Request: 11/27/17

City Attorney Branch/Section: SNAGD

Outside Title/Position: Real Estate Broker

Outside Employer Name and address:

Number of hours per week: 1-2 hrs

Self-employed

Outside Work Schedule days/times: varies (evenings weekend)

Phone Number: [REDACTED]

Type of Work: Real Estate Broker

Start and End Date: 11/27/17 / 11/27/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

Varies \$2000 - \$10,000

☒ Yes ☒ No

\*Outside employment will not be conducted on city time.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 1/8/18

Branch Chief

Date: 1/12/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

4

RECEIVED  
OCT 23 2018  
HUMAN RESOURCES

Name: Sue Frauzens

Date of Request: 10/18/2018

City Attorney Branch/Section: Academy of Justice

Outside Title/Position: Resale Sales

Outside Employer Name and Address:

Number of hours per week: ~ 4 hours

Pasadena Antique Mall  
300 E. Colorado Blvd. Pasadena, CA

Outside Work Schedule days/times: Weekends only

Phone Number: [REDACTED]

Type of Work: Sales of antiques/collectibles

Start and End Date: 11/2018 / 11/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:<br><u>Unknown at this time</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

Supervisor CMC Date: \_\_\_\_\_ Branch Chief \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Staff \_\_\_\_\_ Date: 10/19/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Renewal  
**RECEIVED**  
JUN 18 2018  
HUMAN RESOURCES

Name: Kevin Gilligan  
City Attorney Branch/Section: Criminal/SABO

Date of Request: 6/18/18  
Outside Title/Position: Photographer

Outside Employer Name and address:  
Kevin Gilligan  
[Redacted] Torrance CA

Number of hours per week: Varies 0-10  
Outside Work Schedule days/times: Varies  
Phone Number: [Redacted]

Type of Work: Photography

Start and End Date: Ongoing

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$5,000 - \$15,000 - Varies ☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

Arturo Martinez for MC mt. div

APPROVED BY:

[Signature]

Date: 6/18/18

Date: 6/18/18

Supervisor [Signature]

Date: 6/18/18 Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 23 2018

14

HUMAN RESOURCES

Name: Phyllis F. Henderson

Date of Request: 10/22/18

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Attorney

Outside Employer Name and address:

Number of hours per week: 2 (1 day only)

Normandie Church of Christ

Outside Work Schedule days/times: 1; 10am - 12pm

6306 S. Normandie Ave, LA 90044

Phone Number: [REDACTED]

Type of Work: Expungement Crime

Start and End Date: 10/27/18 / 10/27/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 10/22/18

Branch Chief

Date: 10/22/18

Chief of Staff

Date: 10/23/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
APR 03 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Justin Hosterman Date of Request: 3/29/18  
City Attorney Branch/Section: Harbor Outside Title/Position: My wife's lawyer  
Outside Employer Name and Address: My home address Number of hours per week: NA  
Outside Work Schedule days/times: NA  
Phone Number: [REDACTED] (insert)  
Type of Work: Representing wife at a Start and End Date: 3/29/18 - 5/1/18  
Reduction in Force admin hearing - Her job is in jeopardy  
ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>It is an administrative</u>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <u>Reduction in Force Hearing with Manhattan Beach Unified School District</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>Certainly attempting to</u>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <u>save my wife's job which may be adverse to MBUSD</u>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

APPROVED BY

Supervisor

Chief of Staff

Date:

Date:

Branch Chief

Date:

If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*sp*

RECEIVED  
SEP 19 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Jessica Howell

Date of Request: 9.17.18

City Attorney Branch/Section: Central

Outside Title/Position: Volunteer

Outside Employer Name and Address:

Number of hours per week: ≤ 6

City of Los Angeles - South LA  
Animal Shelter (or other shelter

Outside Work Schedule days/times: usually weekends

Phone Number: [REDACTED]

Type of Work: volunteer w/in City

Start and End Date: 9/2018 thru

9/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 9/17/18

[Signature]  
Branch Chief

Date: 9/18/18

UAC

Date: 10/1/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
NOV 28 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Wanda Hudson Date of Request: 11/21/17  
City Attorney Branch/Section: HR Outside Title/Position: Associate  
Outside Employer Name and Address: World Financial Group Number of hours per week: 2-10  
550 E. Carson Plaza Drive, #127 Outside Work Schedule days/times: Varies  
Carson, CA 90746 Phone Number: [REDACTED]  
Type of Work: Financial Services Start and End Date: 11/1/18, 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Varies - Commission

APPROVED BY:

ABY Date: 11/21/17 Date: \_\_\_\_\_  
Supervisor Branch Chief  
CAK Date: 11/27/17  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

MP

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Leela Kapur Date of Request: 6/29/18  
City Attorney Branch/Section: Executive Branch Outside Title/Position: President / Bd. member  
Outside Employer Name and Address: Valley Village Number of hours per week: 2  
Winnemka, Ca Outside Work Schedule days/times: evenings/weekends  
Type of Work: President / Board of Directors Phone Number: (213) 978-8357  
Nonprofit - serving disabled adults Start and End Date: 7/1/18 / 7/1/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

Michael Feuer Date: 6/29/18 \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Branch Chief  
Michael Feuer Date: 6/29/18  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 29 2018  
HUMAN RESOURCES

RECEIVED

AUG 24 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Nick Karno

Date of Request: 8/23/18

City Attorney Branch/Section: Criminal / EJU

Outside Title/Position: President / Co-founder

Outside Employer Name and Address:

Number of hours per week: 5

Climate Cents (www.climatecents.org)

Outside Work Schedule days/times: Nights/Weekends

P.O. Box 4, Culver City, CA 90232

Phone Number: [REDACTED]

Type of Work: Environmental Non-Profit

Start and End Date: 8/1/18 8/1/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 8/23/18

[Signature]  
Branch Chief

Date: 8/23/2018

UAC  
Chief of Staff

Date: 8/24/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY**  
**OUTSIDE EMPLOYMENT APPROVAL ATTACHMENT**

Outside Employer:

Climate Cents, a non-profit organization

P.O. Box 4, Culver City, CA 90232

contact: Fred Kramer, Board Chairman (310) 849-3335

Description of Outside Employment:

My title is President and co- founder, but my duties are minimal. Climate Cents is a crowd-funding platform ([www.climatecents.org](http://www.climatecents.org)) for the general public to support local environmental projects that reduce carbon in the atmosphere. The real work is done by the nonprofits that post projects on the site and volunteers. My job is to help develop the platform, find partner nonprofits to help with outreach and marketing, and oversee the development of the organization. I hold presentations and discussions about the organization at various events and meetings.

Description of City duties:

I work as a Deputy City Attorney at the Criminal Branch in the Environmental Justice Unit. My duties involve prosecuting businesses and individuals who have either discharged pollution or are operating a business that is not adhering to environmental laws designed to protect the public health and environment. I litigate cases in the Criminal and Civil courts, and I work with many City, State and Federal agencies, as well as City political offices.

Analysis of the California Rules of Professional Responsibility:

Rule 3-100: Confidential Information of a Client – I have no occasion or reason to reveal or discuss any confidential information from any of my cases to anyone. If I refer to any cases I have handled in my capacity as a City Attorney, it will only involve information that is publicly available.

Rule 3-110: Failure to Act Competently – I will make sure that none of my time on Climate Cents will interfere or diminish my work at the City Attorney's office. The time commitment for this position minimal.

Rule 3-300: Avoiding Interests Adverse to Client – I am not entering into a business transaction with a client, or acquiring any ownership or other pecuniary interest, and therefore this rule is inapplicable.

These appear to be the rules that would most apply to this outside employment, but if Human Resources has inquiries re: other rules I am happy to provide answers.

RECEIVED

AUG 30 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Jack Kayajian Date of Request: 8/21/18  
City Attorney Branch/Section: CJ1 - Neighborhood Justice Outside Title/Position: Boardmember / Treasurer  
Outside Employer Name and Address: Center for Family Health Education Number of hours per week: 1-2  
8727 Van Nuys Blvd, Panarama City Outside Work Schedule days/times: Weekday after 7pm/Weekend  
Phone Number: [REDACTED]  
Type of Work: Volunteer Start and End Date: 8/30/18 9/30/19  
10/1/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 8/22/18 [Signature]  
Branch Chief

Date: 8/28/2018

LA/K  
Chief of Staff

Date: 8/29/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 30 2018

HUMAN RESOURCES

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Name: Jack Kayajian Date of Request: 8/21/18  
City Attorney Branch/Section: CJ - Neighborhood Justice Outside Title/Position: Boardmember  
Outside Employer Name and Address: North Valley Number of hours per week: 1  
Armenian National Committee of America Outside Work Schedule days/times: Weekday after 7pm  
17422 Chatsworth St, Granada Hills Phone Number: [REDACTED]  
Type of Work: Volunteer Start and End Date: 8/21/18 9/30/19  
10/1/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 8/22/18

[Signature]  
Branch Chief

Date: 8/28/2018

[Signature]  
Chief of Staff

Date: 8/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 30 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Jack Kayajian Date of Request: 8/21/18  
City Attorney Branch/Section: C-1 - Neighborhood Justice Outside Title/Position: Unit Council member / Steward /  
Outside Employer Name and Address: Engineers' Architects Association (EAA) Number of hours per <sup>month</sup> week: 5-7 hrs per month  
350 S Figueroa St. #600, Los Angeles Outside Work Schedule days/times: Weekdays / 5:30pm  
Type of Work: Labor Union Phone Number: [REDACTED]  
Start and End Date: 12/17/16 - 9/30/19  
10/1/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <u>\$2,500</u>   |                                     |                                     |

APPROVED BY:

[Signature]  
Supervisor

Date: 8/22/18

[Signature]  
Branch Chief

Date: 8/28/2018

[Signature]  
Chief of Staff

Date: 8/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
APR 02 2018

HUMAN RESOURCES

Name: Farhad Khadem

Date of Request: March 21, 2018

City Attorney Branch/Section: Criminal

Outside Title/Position: Teacher

Outside Employer Name and address:

Number of hours per week: Varies

Trial Advocacy Group, LLC

Outside Work Schedule days/times: Varies - Nights & Weekends

16110 Northfield Street, PacPal CA 90272

Phone Number: [REDACTED]

Type of Work: Teach Trial Advocacy w/ Michael Schwartz & Rick Schmidt's TAP programs

Start and End Date: May 1, 2018 / Dec. 31, 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
\$100 per hour

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]

Date: 3/22/18

Supervisor

[Signature]

Date: 3/30/18

Branch Chief

[Signature]

Date: 3/29/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*I will not use city time nor assigned will not be done during work hours*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
APR 02 2018

HUMAN RESOURCES

Name: Farhad Khadem

Date of Request: March 21, 2018

City Attorney Branch/Section: Criminal

Outside Title/Position: Teacher

Outside Employer Name and address:

Number of hours per week: Varies

Trial Advocacy Group, LLC

Outside Work Schedule days/times: Varies - Nights & Weekends

16110 Northfield Street, PacPal CA 90272

Phone Number: [REDACTED]

Type of Work: Teach Trial Advocacy w/ Michael Schwartz  
& Rick Schmidt's TAP programs

Start and End Date: May 1, 2018, Dec. 31, 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

COPY

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$100 per hour ☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 3/22/18

Date: 3/30/18

Branch Chief

Date: 3/29/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*I will not use city time nor assigned will not be done during work hours*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: FARHAD KHADEM

Date of Request: 11/8/2017

City Attorney Branch/Section: METROPOLITAN

Outside Title/Position: \_\_\_\_\_

Outside Employer Name and address:

Number of hours per week: 2-3

SALLY AJDAR (Mother)  
for property she owns in Arizona

Outside Work Schedule days/times: AFTER 6PM

Type of Work: Legal

Phone Number: [REDACTED]

Start and End Date: 11/8/17 / SALE of 11/8/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

JAN 04 2018

HUMAN RESOURCES

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
- Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;
- Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
- Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
- Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
- Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
- Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

- |                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]

Date: 11/8/17

Supervisor

[Signature]

Date: 1/3/18

Branch Chief

[Signature] Date: 1/3/18

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

I will not work on city time on this matter [Signature]

RECEIVED

MAR 01 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Kurt Knecht Date of Request: 2/26/18 **HUMAN RESOURCES**

City Attorney Branch/Section: NPR Outside Title/Position: CRISB Counselor

Outside Employer Name and Address: Didi Hirsch Mental Health Services Number of hours per week: 2 on average

4760 Sepulveda Blvd Outside Work Schedule days/times: Sunday 8:00 pm to 12:30 am

Type of Work: suicide hotline Phone Number: [REDACTED]

Start and End Date: 1/31/18, 1/31/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor

Chief of Staff

Date: 2/26/18

Date: 2/27/18

Branch Chief

Date: 2/27/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Parish Knox

City Attorney Branch/Section: Land Use

Outside Employer Name and address:

UCLA Luskin School of Public Affairs  
Dyrt. of Urban Planning

Type of Work: teaching core class:

"Law of the Quality of Urban Life"

Date of Request: March 15, 2018

Outside Title/Position: Graduate Instructor: UP211

Number of hours per week: 10 weeks

Outside Work Schedule days/times: Tues night 6-9pm

Phone Number: [REDACTED]

Start and End Date: 4/3/18, 6/8/18

Spring Qtr only

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒ Yes ☐ No

\$10,000

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

LAK

Date: 3/14/18

Branch Chief

Date: 3/23/18

Date: 3/23/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

FEB 12 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: DENNIS KONG Date of Request: 2/8/17  
City Attorney Branch/Section: EMPLOYMENT LIT. Outside Title/Position: ATTORNEY  
Outside Employer Name and address: \_\_\_\_\_ Number of hours per week: 5-6 HRS TOTAL  
\_\_\_\_\_ Outside Work Schedule days/times: TBD  
\_\_\_\_\_ Phone Number: \_\_\_\_\_  
Type of Work: LEGAL (EXPUNGEMENT PROCEEDING) SEE ATTACHED MEMO Start and End Date: 2/15/17 TBD  
2/15/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>ADVERSE PARTY</u> <u>WILL BE A PROSECUTORIAL AGENCY CL.A. DISTRICT ATTY'S OFFICE</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature]

Date: 2/8/18

[Signature]

Date: 2.8.18

Supervisor: [Signature]

Date: 2/9/18

Branch Chief

Chief of Staff

"If the employment is with a 'restricted source,' you must also obtain approval from the Ethics Commission. LAMC §19.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

# MEMO

FROM: Dennis Kong, Deputy City Attorney  
TO: Thomas Peters, Chief Assistant City Attorney  
RE: *Outside Employment Approval Request (Pro Bono Representation)*  
DATE: 2/8/17

---

I have been asked to represent close family member *pro bono* in the expungement of his DUI conviction from over 10 years ago. The proceeding will be against the Los Angeles District Attorney's Office and will likely occur in the Norwalk Courthouse of the Los Angeles Superior Court. The date of the proceeding is yet to be determined. The scope of work will involve the preparation and filing of any necessary legal documents and representation of the family member at the hearing.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
APR 23 2018

HUMAN RESOURCES

Name: SASHA LAZAREVICH

Date of Request: 4/13/18

City Attorney Branch/Section: ACEP-SNAG

Outside Title/Position: Consultant/contractor

Outside Employer Name and address:

Number of hours per week: 5-7

ARBOUNE, INT.

Outside Work Schedule days/times: weekends or week nights

IRVINE CA

Phone Number: [REDACTED]

Type of Work: cosmetics + health retailer

Start and End Date: April 2018 / ongoing

4/13/18 April 2019  
to 4/12/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: percentage of profits from product sales \$200 to 1000 to month

☒ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 4/18

Date: 4/23/18

Branch Chief

Date: 4/20/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission, LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*14*

RECEIVED  
AUG 22 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Stephen T. Mayer

Date of Request: 8/16/18

City Attorney Branch/Section: Metro

Outside Title/Pos.: Freelance Copy Editor/Writer

Outside Employer Name and Address: Freelance / Self

Number of hours per week: 2-3 hours per week

Outside Work Schedule days/times: Weekend

Phone Number: N/A

Type of Work: Freelance proofreader/copy editor/copy writer

Start and End Date: N/A 8/16/18 - 8/15/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ X

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ X

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ X

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ X

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ X

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ X

7. Are any issues of municipal law involved? If so, describe: No.

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: No.

9. Will you receive any remuneration for your employment? If so, list the approximate amount: Approximately \$20-\$60 per hour for proofreading, copy editing, and copy writing.

APPROVED BY:

*[Signature]*  
Supervisor

Date: 8/22/18

*[Signature]*  
Branch Chief

Date: 8/30/18

*[Signature]*  
Chief of Staff

Date: 8/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**Description of Outside Work:** Leveraging my degree in English from UCLA, I have intermittently operated a small freelance proofreading / copy editing / copy writing sole proprietorship to help generate extra income. I normally find one-off editing jobs through sites like Upwork.com. I do not practice law in this capacity, nor do I write or publish articles under my own name—I rather edit or ghost-write articles for other people or businesses. I am able to choose my clients such that I would never be working for someone "doing or seeking to do business with the City Attorney."

**Description of City Duties:** I work 40 hours per week as a Deputy City Attorney assigned to the Metro Branch under Robert Fratiante.

**Analysis Under California Rules of Professional Responsibility:** Based upon my review of the State Bar Standing Committee on Professional Responsibility and Conduct's *Formal Opinion No. 2016-196 (re Attorney Blogging)* ([https://www.calbar.ca.gov/Portals/0/documents/ethics/Opinions/CAL%202016-196%20\[12-0006\]%20Blogging.pdf](https://www.calbar.ca.gov/Portals/0/documents/ethics/Opinions/CAL%202016-196%20[12-0006]%20Blogging.pdf)), and based upon my review of the Orange County Bar Association's *Formal Opinion 2014-1 (Ghostwriting by Contract Lawyers and Out-of-State Lawyers)* (<http://www.ocbar.org/Portals/0/pdf/OCBA201401.pdf>), I respectfully submit that the California Rules of Professional Responsibility do not prohibit an attorney from editing, ghost-writing, or proofreading articles on subjects outside that attorney's practice area and/or subjects that are non-legal in nature. My freelance work involves articles exclusively on subjects outside my practice area and/or on subjects that are non-legal in nature. I would never accept a freelance job that would interfere with my work for the City Attorney's Office.

Thank you for your time and consideration.

RECEIVED

APR 23 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: James A. "Jim" McDougalDate of Request: 4/19/18City Attorney Branch/Section: Criminal, GangsOutside Title/Position: Legal Advisor to Board

Outside Employer Name and address:

Number of hours per week: 0-1 hrs/weekOutside Work Schedule days/times: Assist w/ 2-3 Seminars/yr on my own timePhone Number: Nelson Arriaga 562-884-163Type of Work: Legal Advisor to Non-ProfitStart and End Date: 2018 / ongoingI will NOT do this work on City time. Jim McDougal**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**3/1/2018 - 2/28/2019

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

NOTE - partial reimbursement of travel expenses provided☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

Date: 4/19/18

Branch Chief

Date: 4/19/2018

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
MAR 02 2018

HUMAN RESOURCES

Name: Craig J. Miller

Date of Request: 2/13/18

City Attorney Branch/Section: CRIMINAL / MEU

Outside Title/Position: mediator

Outside Employer Name and address:

Number of hours per week: less than 2 on average

Craig Miller - do not want to disclose my home address.

Outside Work Schedule days/times: VARIES

Phone Number: [REDACTED]

Type of Work: mediator for Federal Court

Start and End Date: 2/13/18, 2/13/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: 42 USC 1983 and Monell claims

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: As a mediator I don't take a position. Other municipalities are defendants

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: occasionally / rarely. Most assignments are volunteer

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

[Signature]  
Interim Supervisor  
LAC

Date: 2/15/18

[Signature]

Date: 2/20/18

Branch Chief

Date: 3/1/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action, which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

I will not be using city time to engage in this activity. cjs

/s/

RECEIVED  
MAY 25 2018  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: JAY C. MUNNS

Date of Request: May 21, 2018

City Attorney Branch/Section: DWP

Outside Title/Position: musician (pianist)

Outside Employer Name and address:

Number of hours per week: 2 to 10 hours

The Magic Castle (7001 Franklin Blvd. Hollywood) and  
various private parties and other entities

Outside Work Schedule days/times: varies-usually  
evenings and weekends

Phone Number: [REDACTED]

Type of Work: musician-performing at various events

Start and End Date: 1/1/18 to 12/31/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$100 to \$250 per engagement.

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

Date: 5/21/18

Date: \_\_\_\_\_

Branch Chief

Date: 5/24/18

Chief of Staff

RECEIVED  
APR 02 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: SAHAR NAYERI Date of Request: 3/27/18  
City Attorney Branch/Section: Criminal / Metro Outside Title/Position: Board member  
Outside Employer Name and Address: Iranian American Lawyers Association Number of hours per week: 1  
Outside Work Schedule days/times: weekends  
Phone Number: [REDACTED]  
Type of Work: Organizing Social Events Start and End Date: 06/18 - 06/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 3/27/18

[Signature]  
Chief of Staff

Date: 3/29/18

[Signature]  
Branch Chief

Date: 3/28/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
MAY 10 2018

*VP*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: FRANK OROZCO JR.

Date of Request: 4-25-18

City Attorney Branch/Section: CIVIL / PUBLIC FINANCE

Outside Title/Position: ADJUNCT PROFESSOR

Outside Employer Name and Address:

Number of hours per week: 3

WHITTIER LAW SCHOOL  
3333 HARBOR BLVD COSTA MESA 92626

Outside Work Schedule days/times: MONDAY 6-9 PM

Phone Number: [REDACTED]

Type of Work: ADJUNCT PROFESSOR

Start and End Date: AUGUST 2018 / DECEMBER 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

YES. TO BE DETERMINED BY SCHOOL BUDGET

☐ ☒

APPROVED BY:

Beverly A. Cook  
Supervisor  
WALK  
Chief of Staff

Date: 4/25/2018  
Date: 5/9/18

[Signature]  
Branch Chief

Date: 4/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
AUG 17 2018

HUMAN RESOURCES

Name: FRANK OROZCO JR.

Date of Request: 8-3-2018

City Attorney Branch/Section: CIVIL/PUBLIC FINANCE

Outside Title/Position: INDEPENDENT CONTRACTOR  
CHIEF INSTRUCTOR

Outside Employer Name and address:  
(SELF)

Number of hours per week: VARIES

Outside Work Schedule days/times: VARIES

Phone Number: \_\_\_\_\_

Type of Work: CULINARY EDUCATION  
AND CATERING

Start and End Date: PRESENT 12-31-2018  
(TO BE RENEWED ANNUALLY)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
PAYMENT BASED ON JOB, CONTRACT, NATURE OF  
ITEM / CLAS. ☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Doreen A. Cook  
Supervisor

Date: 8/6/18

[Signature]  
Branch Chief

Date: 8/16/18

[Signature]

Date: 8/16/18

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Outside Employment Approval Form

**Addendum**

Please accept this addendum to my request dated August 3, 2018:

- None of the proposed outside employment would occur during regular business hours or conflict with my daily work schedule;
- The number of hours would be approximately 0 to 6 (maximum) hours per week;
- None of my perspective clients/customers have any business, directly or indirectly, with the City of Los Angeles. Should a potential or actual conflict with the City of Los Angeles arise from a *new* client/customer, I would submit a specific 'Outside Employment Approval Form' to address any such issue.

I hope that this clarifies my request. Please do not hesitate to let me know if there are any additional questions or concerns.

Thank you for the consideration.



Frank Orozco Jr.  
Deputy City Attorney

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 23 2018

HUMAN RESOURCES

Name: Jorge N. Oland

Date of Request: Oct. 18, 2018

City Attorney Branch/Section: Civil/Labor Relations

Outside Title/Position: Attorney

Outside Employer Name and address:

Number of hours per week: 8/Weekends

Sharon Shaheed, Piano Play Music Systems  
14724 Ventura Blvd., MZ Fl., Sherman Oaks, CA

Outside Work Schedule days/times: Sat or Sun

Phone Number: [REDACTED]

Type of Work: Legal Advice / Insurance  
Defense / Contracts

Start and End Date: 10/18/2018 / 10/19/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ Yes ☒ No
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ Yes ☒ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]  
Supervisor

Date: 10/22/18

[Signature]  
Branch Chief

Date: 10/22/18

[Signature]

Date: 10/22/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Raquel Perez

Date of Request: 1/3/2018

City Attorney Branch/Section: Work Comp.

Outside Title/Position: Consultant

Outside Employer Name and address:  
VanTrans  
18801 Crenshaw Blvd.  
Torrance, Ca 90504

Number of hours per week: as needed but no more than 5  
Outside Work Schedule days/times: as needed but only after regular work hours.  
Phone Number: [REDACTED]

Type of Work: negotiate contract between

Start and End Date: 1/3/18/ 12/31/18

VanTrans's transportation company and the  
Centinela Valley Union High School District.  
VanTrans has held this contract for approximately ten years.

RECEIVED

JAN 11 2018

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

HUMAN RESOURCES

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
- Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ ☒
- Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
- Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
- Are any issues of municipal law involved? If so, describe: Re-negotiate contract for transportation services with Centinela Valley Union High School District ☒ ☐
- Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: Not an adverse position as it is a contract for services, re-negotiating rates. ☐ ☒
- Will you receive any remuneration for your employment? If so, list the approximate amount: ☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature]  
Supervisor [Signature]

Date: 1-3-18

Date: 1-9-18

[Signature]  
Branch Chief

Date: 1-8-18

Chief of Staff

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
AUG 22 2018

HUMAN RESOURCES

Name: Thom Peters

Date of Request: 8-17-18

City Attorney Branch/Section: Civil Lit

Outside Title/Position: lecturer

Outside Employer Name and address:

Number of hours per week: approx 1

UCLA School of Law

Outside Work Schedule days/times: 5 classes

Phone Number: 213 978 8277

Type of Work: teaching

Start and End Date: Fall Semester 2018

8/8/2018 - 12/14/18 (wfh)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
- Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ Yes ☒ No
- Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
- Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
- Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
- Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
- Will you receive any remuneration for your employment? If so, list the approximate amount: 34,000 ☒ Yes ☐ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: James D. Clark

Date: 8/21/18

Date: 8-17-18

Supervisor

Branch Chief

Date: 8/21/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is involved in a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
AUG 22 2018  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**

**MAR 29 2018**

Name: Jessalyn R. Pinder

Date of Request: 3/21/2018 **HUMAN RESOURCES**

City Attorney Branch/Section: Civil Liability - DWP

Outside Title/Position: Assisting Attorney

Outside Employer Name and address:

Number of hours per week: 5-10 hours

Sherman Law Group

Outside Work Schedule days/times: n/a (Vacation and Comp Time)

9454 Wilshire Blvd., Los Angeles, CA 90212

Phone Number: [REDACTED]

Type of Work: Legal Assistance - Breach of Contract Case - San Mateo, CA

Start and End Date: 3/21/2018 / 10/30/2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

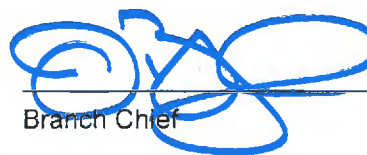
9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Undetermined contingency - significant pro bono work

☒ Yes ☐ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: Shel H. Solomon

Date: 3/20/18



Date: 3/20/18

Supervisor

AK

Date: 3/20/18

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED  
JAN 30 2018

HUMAN RESOURCES

Name: Ivor Pine

Date of Request: 1/29/2018

City Attorney Branch/Section: CEO

Outside Title/Position: Realtor

Outside Employer Name and address:  
Keller Williams Los Feliz  
1660 Hillhurst Ave. 90027

Number of hours per week: 5-10

Outside Work Schedule days/times: Sun

Phone Number: [REDACTED]

Type of Work: Real Estate

Start and End Date: ongoing part time  
end date: 12-31-18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Commission based on sales

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature]

Date: 1/29/18

Date: \_\_\_\_\_

Supervisor [Signature]

Branch Chief

Date: 1/29/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: L. Anya Portlock

Date of Request: 10/2/2018

City Attorney Branch/Section: POLA - HARBOR

Outside Title/Position: Probate Paralegal + Family Business

Outside Employer Name and Address:

\* Number of hours per week: Varies 2-8 hrs/wk

self / [REDACTED]  
L.A., CA 90045

Outside Work Schedule days/times: Varies evening weekends

Phone Number: [REDACTED]

Type of Work: Probate + Family Business

Start and End Date: 10/31/2018 - 10/31/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

Janne  
Supervisor

Date: 10/3/18

James P. Clunk  
Branch Chief

Date: 10/9/18

UAC  
Chief of Staff

Date: 10/8/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

\*OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Original date of Request 10/02/2018

PAGE 2

In answer to the request for the "Number of hours per week:"

It varies, as it continues to do every year. I do not have an absolute answer as with any business, sometimes business is good and other times it is slow at best. Now that my Mother has transitioned, the family business continues to need attention.

Should any "Outside Employment" opportunities arise, I want to continue to preserve the ability to take on the part-time work.

Thank you,



L'Tanya Portlock  
POLA-HARBOR

Portlock, L'Tanya

---

**From:** Wanda Hudson <wanda.hudson@lacity.org>  
**Sent:** Tuesday, October 02, 2018 2:30 PM  
**To:** Portlock, L'Tanya  
**Subject:** Expiration of Outside Employment  
**Attachments:** Form - SS Outside Employment Approval 2016.pdf

Good Day, L'Tanya,

Your outside employment approval for the following will expire on

October 31, 2018:

- Paralegal - Probate and Family Business

Should you wish to continue working past October 31, 2018, you will need to complete the attached Outside Employment form.

Outside employment must be renewed on an annual basis. If we do not receive your updated paperwork by **November 7, 2018**, we will assume you no longer have such outside employment and will update our records accordingly.

Please feel free to call me if you have any questions. Thank you.

--

Wanda F. Hudson, MPA, PHR  
Office of the Los Angeles City Attorney  
Human Resources  
200 N. Main Street, 8th Floor  
Los Angeles, CA 90012  
Direct - (213) 978-7172  
Fax - (213) 978-8317  
e-mail: [wanda.hudson@lacity.org](mailto:wanda.hudson@lacity.org)

\*\*\*\*\*Confidentiality Notice \*\*\*\*\*

This electronic message transmission contains information from the Office of the Los Angeles City Attorney, which may be confidential or protected by the attorney-client privilege and/or the work product doctrine. If you are not the intended recipient, be aware that any disclosure,

RECEIVED

JAN 26 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Andre GuinteroDate of Request: 11/30/17City Attorney Branch/Section: Central TrialsOutside Title/Position: Mayor

Outside Employer Name and address:

Number of hours per week: 20 hoursCity of El MonteOutside Work Schedule days/times: 1st & 3rd Tues / Month 5PM - 10PM11333 Valley Blvd, El Monte, CA 91731Phone Number: [REDACTED]Type of Work: City CouncilStart and End Date: 01/01/18 / 12/31/18**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: Only to the extent I will be provided legal counsel by the El Monte City Attorney

☒ Yes ☐ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$1132 / Month + Health Benefit☒ Yes ☐ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

Heidi KapurDate: 12/1/17

Branch Chief

McNoltenDate: 1/11/2018

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN 26 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**

Name:

Andre' Quintero

Date of Request:

11/30/17

City Attorney Branch/Section:

Central Trials

Outside Title/Position:

Boardmember

Outside Employer Name and address:

Sanitation Districts of LA County  
1955 Workmen Mill Rd, Whittier 90601

Number of hours per week:

month 2/ Month

Outside Work Schedule days/times:

Last Wednesday of the month 1pm - 3pm

Phone Number:

[REDACTED]

Type of Work:

Board of Directors, Dist. 15

Start and End Date:

01/01/18, 12/31/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

*I will not be doing this work during CA city work time. PQ*

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$125 per mtg☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]Date: 12/1/17

Branch Chief

Date:

1/16/2018

Supervisor

[Signature]Date: 12/20/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



Norman Pasion <norman.pasion@lacity.org>

## Outside Employment Form: Sanitation District of LA County

Andre Quintero <andre.quintero@lacity.org>  
To: Norman Pasion <norman.pasion@lacity.org>

Tue, Jan 16, 2018 at 6:23 PM

I take those two hours as an extended lunch break. Usually my alternate goes to these meetings, but in the event that I must go, I notify my supervisor.

André Quintero  
Deputy City Attorney

[Quoted text hidden]

> \*\*\*\*\*Confidentiality Notice \*\*\*\*\*

> This electronic message transmission contains information  
> from the Office of the Los Angeles City Attorney, which may be confidential or protected by the attorney-client privilege and/or the work product doctrine. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message and any attachments without reading or saving in any manner.

> \*\*\*\*\*

-----  
\*\*\*\*\*Confidentiality Notice \*\*\*\*\*

This electronic message transmission contains information from the Office of the Los Angeles City Attorney, which may be confidential or protected by the attorney-client privilege and/or the work product doctrine. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message and any attachments without reading or saving in any manner.

\*\*\*\*\*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
JUN 19 2018

HUMAN RESOURCE

Name: JULIE RAFFISH  
City Attorney Branch/Section: PUBLIC SAFETY GENERAL COUNSEL

Date of Request: 6-14-18  
Outside Title/Position: BOARD DIRECTOR

Outside Employer Name and address: LAPFCU  
16150 SHERMAN WAY  
VAN NUYS, CA. 91406

Number of hours per week: 1-2 EVERY FEW WKS.

Outside Work Schedule days/times: —

Phone Number: [REDACTED]

Type of Work: VOLUNTEER BOARD

Start and End Date: 2014 / PRESENT  
6/14/18 - 6/13/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

REIMBURSEMENT OF COSTS ASSOC. W/ ATTENDANCE + PARTICIPATION AT 2 CU CONFERENCES (LAPFCU CONF.)

OUT OF CITY

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]  
Supervisor

Date: 6/15/18

[Signature]  
Branch Chief

Date: 6/15/18

[Signature]  
Chief of Staff

Date: 6/15/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
JUN 22 2018

HUMAN RESOURCES

Name: HUGO ROSSITER

Date of Request: 6/11/18

City Attorney Branch/Section: LABOR RELATIONS

Outside Title/Position: HEARING EXAMINER

Outside Employer Name and Address:  
L.A. COUNTY CIVIL SERVICE COMDT.

Number of hours per week: 8/DAY

500 N. TEMPLE, 5TH FLOOR  
LOS ANGELES CA 90012

Outside Work Schedule days/times: NOTE 3 DAYS/170

Phone Number: [REDACTED]

Type of Work: HEARING EXAMINER

Start and End Date: 7/1/18 6/30/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒ Yes ☐ No

APPROVED BY:

[Signature]  
Supervisor

Date: 6/14/18

Chief of Staff

Date: 6/22/18

[Signature]  
Branch Chief

Date: 6/20/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Same conditions as Civil Mediation approval David M.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

JUN 22 2018

Name: HUGO ROSSITTER Date of Request: 6/11/18  
City Attorney Branch/Section: LABOR RELATION Outside Title/Position: MEDIATOR  
Outside Employer Name and Address: HUGO ROSSITTER Number of hours per week: 4 MONTHLY  
LOS ANGELES CA 90034 Outside Work Schedule days/times: SEDDDD  
Phone Number: [REDACTED]  
Type of Work: CIVIL MEDIATION Start and End Date: 7/1/18 6/30/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$375/hour</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor  
UAC  
Chief of Staff

Date: 6/14/18  
Date: 6/22/18

[Signature]  
Branch Chief  
Date: 6/20/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Please do as much work as possible outside normal office hours  
and time spent during office hours shall be on your own time.  
Thanks, David M.

RECEIVED  
APR 04 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: CASEY T. SHIM

Date of Request: 4/2/2018

City Attorney Branch/Section: EMPLOYMENT  
LITIGATION

Outside Title/Position: 1983 REUNION CLASS  
COMMITTEE MEMBER

Outside Employer Name and Address:  
LOYOLA LAW SCHOOL  
918 ALBANY ST, LOS ANGELES, CA 90015-1211

Number of hours per week: 1-2

Outside Work Schedule days/times: VACIES

Phone Number: 213/978-8279

Type of Work: CONTACTING 1983 CLASS MEMBERS  
AND INVITING THEM TO THE 35TH  
YEAR REUNION

Start and End Date: 4/4/18 / 6/2/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor UALL  
Chief of Staff

Date: 4/2/18  
Date: 4/2/18

Branch Chief

Date: 4.2.18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

10. SEE 1983 REUNION CLASS COMMITTEE LETTER HEAD --  
WILL BE USED TO INVITE, AND SELL CLASS GIFT DONATIONS.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
MAR 20 2018

HUMAN RESOURCES

Name: Janna Sidley

Date of Request: 3/19/18

City Attorney Branch/Section: Harbor

Outside Title/Position: Commissioner

Outside Employer Name and Address:

Number of hours per <sup>month</sup> ~~week~~: 10

Little Hoover Commission  
925 L St. Sac, CA 95814

Outside Work Schedule days/times: last Thursday  
of the month

Type of Work: Policy Analysis

Phone Number: [REDACTED]

Start and End Date: 4/13/18 - 4/12/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

APPROVED BY:

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_ Branch Chief \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Staff [Signature] Date: 3/19/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Maureen R. Siegel  
City Attorney Branch/Section: Criminal Branch  
Outside Employer Name and Address:  
City of La Canada  
1327oothill Blvd, LEF, CA 91011  
Type of Work: Commissioner

Date of Request: 10/16/18  
Outside Title/Position: Public Safety Commissioner  
Number of hours per week: 4/month  
Outside Work Schedule days/times: Monday 7-10 pm  
Phone Number: \_\_\_\_\_  
Start and End Date: 10/16/18 - 10/16/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

RECEIVED

OCT 23 2018

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

HUMAN RESOURCES  
Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: NOT LA - but LA CANADA ORDINANCES ☒ ☐
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: ☒ ☐

\$50/meeting (1 ea a month)

APPROVED BY:

Supervisor URK Date: 10/23/18  
Chief of Staff \_\_\_\_\_

Branch Chief [Signature] Date: 10/22/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Maureen B. Biegel

Date of Request: 10/16/18

City Attorney Branch/Section: Criminal

Outside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 4-6/month

Community Center La Canada Flintridge

Outside Work Schedule days/times: Wednesdays

4469 Cherry Chase Dr LEF CA 91011

Phone Number: [REDACTED]

Type of Work: Board Member

Start and End Date: 10/16/18 - 10/16/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**RECEIVED**

**OCT 23 2018**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request **HUMAN RESOURCES** denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
LALC  
Chief of Staff \_\_\_\_\_ Date: 10/23/18

\_\_\_\_\_  
Branch Chief \_\_\_\_\_ Date: 10/22/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: Maureen R Siegel ATTORNEY

Date of Request: 10/16/18

City Attorney Branch/Section: Criminal

Outside Title/Position: Dealer

Outside Employer Name and Address:

Number of hours per week: 2-4

Pasadena Antique Mall - Self  
employed. 50071 Fairview Dr  
La Canada, CA 91011

Outside Work Schedule days/times: 2 Sundays/month

Phone Number: [REDACTED] 523DAM-10AM

Type of Work: Antiques + Art Sales

Start and End Date: 10/16/18 - 10/16/19

RECEIVED

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

OCT 23 2018

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

HUMAN RESOURCES

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: varies according to monthly sales - low \$100, high \$1,000

☒ ☐

APPROVED BY:

Supervisor

Date: \_\_\_\_\_

Branch Chief

Date: 10/22/2018

Chief of Staff

Date: 10/23/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

OCT 03 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: MARK SORIANODate of Request: OCTOBER 2, 2018City Attorney Branch/Section: CRIM / METROOutside Title/Position: ADMISSIONS READER

Outside Employer Name and address:

Number of hours per week: 12-15UC IRVINE, ADMISSIONS OFFICEOutside Work Schedule days/times: WEEKENDS260 ALDRICH HALL, IRVINE, CAPhone Number: [REDACTED]Type of Work: APPLICATION REVIEWERStart and End Date: NOV. 2018 / JAN. 2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$20/hour</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**Date: 10/2/18Date: 10/2/2018

Supervisor

Branch Chief

VRHCDate: 10/31/18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 07 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: Christen SpraleDate of Request: 8/3/18City Attorney Branch/Section: Criminal AppealsOutside Title/Position: WLALA Bd of Governors

Outside Employer Name and Address:

Women Lawyers' Association  
of Los AngelesNumber of hours per week: 1Outside Work Schedule days/times: one meeting  
per month - 6:30pm

Phone Number: \_\_\_\_\_

Type of Work: volunteerStart and End Date: 8/18 / 8/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

**APPROVED BY:**Albi LawDate: 8-3-18

Supervisor

WALDate: 8-6-18

Chief of Staff

[Signature]

Branch Chief

Date: 8/3/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 07 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: Christen SprinkleDate of Request: 8/3/18City Attorney Branch/Section: Criminal AppealsOutside Title/Position: publication in news letter

Outside Employer Name and Address:

Number of hours per week: 1Women Lawyers Association of  
Los AngelesOutside Work Schedule days/times: nonePhone Number: [REDACTED]Type of Work: draft brief/article -Start and End Date: 8/18 / 8/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

APPROVED BY:

Public LawDate: 8-3-18

Supervisor

UAKDate: 8-6-18

Chief of Staff

McMahan

Branch Chief

Date: 8/3/2018

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 07 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: Christen SpraleDate of Request: 8/3/18City Attorney Branch/Section: Criminal AppealsOutside Title/Position: WLALA Bd of Governors

Outside Employer Name and Address:

Women Lawyers' Association  
of Los AngelesNumber of hours per week: 1Outside Work Schedule days/times: one meeting  
per month - 6:30pm

Phone Number: \_\_\_\_\_

Type of Work: volunteerStart and End Date: 8/18 / 8/19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

**APPROVED BY:**Debbie LawDate: 8-3-18

Supervisor

WALCDate: 8-6-18

Chief of Staff

[Signature]

Branch Chief

Date: 8/3/2018

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

I am seeking permission to continue to write articles for WLALA's monthly newsletter on an ongoing basis. These articles are emailed to the group's membership and are available on their public website. I will, of course, never write about the Office of the City Attorney, any work I have done as a DCA, or any non-public information I learn because of my position as a DCA. I am including the most recent article that I have drafted that would be included in the upcoming August newsletter. This and every article will be accompanied by this by-line:

*Christen A. Sproule is a Deputy City Attorney in the Criminal Appellate Section of the Los Angeles City Attorney's Office. The views expressed here are solely those of the author in her private capacity and do not in any way represent the views of the Los Angeles City Attorney or any other governmental entity.*

## **Work It, Mama – The Positive Effects of Working Mothers on Their Kids**

All working mothers remember that day. You've been home with your newborn for months, responding to her every need and soaking in every smile. Then . . . your maternity leave is up. You bring your darling to daycare on that first morning you return to work, lugging a bag full of bottles and tiny diapers. You reluctantly hand her off to the loving caregiver. You desperately kiss her goodbye a thousand times. And then you ugly sob in your car in the parking lot. Working. Mom. Guilt.

A recent and groundbreaking study by Harvard Business School Professor Kathleen McGinn should relieve at least some of that guilt caused by the stigma in our society that mothers hurt their children by going to work. McGinn and her research team used data from two cross-national surveys of 50,000 men and women across 24 countries conducted in 2002 and 2012. Verdict: The children who grew up with working moms are JUST AS HAPPY as the children of moms who stayed at home.

Not only are they just as happy, but, in some ways, the children of working mothers are better off, even after controlling for the level of the mother's education, and even whether the mother had a high-skill or low-skill job. Both sons and daughters of working moms tend to have significantly more education than the children of stay-at-home moms. Working mothers' sons tend to have more egalitarian gender views, tend to marry partners who also work, and spend more time caring for family members and doing household work.

Importantly, the effect of working mothers on their daughters is even more substantial and essential. McGinn's previous research, with Katherine Milkman of Wharton Business School, found that female attorneys are more likely to rise through the ranks of a firm (and less likely to leave) when they have female partners as mentors and role models. So, McGinn wondered, does having such a role model at home have the same effect on a daughter? Yes. The daughters of working moms are more likely to work themselves, hold more supervisory responsibilities, and tend to make more money as adults—on average 23% more. They also spend an hour less per week on housework than the daughters of stay-at-home moms. McGinn found that working mothers shape their daughters' ideas about the role of women in society and provide role models for their girls to emulate. Those daughters grow up believing that employment is compatible with motherhood because they saw their mothers successfully juggle a complex life and competing demands, and those women know that they didn't suffer for it.

Thus, working mothers are changing how society treats and values its women—one child at a time. “There are very few things, that we know of, that have such a clear effect on gender inequality as being raised by a working mother,” says McGinn. And that’s nothing to feel guilty about.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

RECEIVED  
DEC 18 2018  
HUMAN RESOURCES

Name: GRACE M. STINSON Date of Request: 12/14/2018  
City Attorney Branch/Section: GENERAL LITIGATION Outside Title/Position: ASSOCIATE FACULTY  
Outside Employer Name and Address: Number of hours per week: 12  
Riverside Community College District Outside Work Schedule days/times: Wed. 6:30pm  
4800 Magnolia Avenue, Riverside, CA 92506  
Mt. San Antonio College, 1100 N. Grand Avenue, Walnut, CA 91789 Phone Number: [REDACTED]  
Type of Work: EDUCATION / INSTRUCTION Start and End Date: 12/14/2018 / 12/14/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Wilberta Breedy-Richardson Date: 12/14/18 Thomas H. Peters Date: 12/14/18  
Supervisor Branch Chief  
Leela Kapur Date: 12/17/18  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

 **COPY**

Name: GRACE M. STINSON Date of Request: 12/14/2017  
City Attorney Branch/Section: GENERAL LITIGATION Outside Title/Position: ASSOCIATE FACULTY  
Outside Employer Name and Address: Number of hours per week: 12  
Riverside Community College District Outside Work Schedule days/times: Wed. 6:30pm  
4800 Magnolia Avenue, Riverside, CA 92506  
Mt. San Antonio College, 1100 N. Grand Avenue, Walnut, CA 91789 Phone Number: [REDACTED]  
Type of Work: EDUCATION / INSTRUCTION Start and End Date: 12/14/17 / 12/14/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Wilberta Breedy-Richardson 12/14/17 Thomas H. Peters 12/18/17  
Supervisor Date: Branch Chief  
Leela Kapur LAK 12/18/17  
Chief of Staff Date:

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
MAY 24 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Vivienne Swaminigan

Date of Request: 5/23/18

City Attorney Branch/Section: Labor Relations

Outside Title/Position: attorney

Outside Employer Name and address:

Number of hours per week: 1-3 hours

N/A

Outside Work Schedule days/times: varies

Phone Number: 213-978-7182

Type of Work: Legal - Complete rep

Start and End Date: 6/4/18/12/31/18

of family member in family court

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature]  
Supervisor

Date: 5/23/18 [Signature]  
Branch Chief

Date: 5/23/18

UAK  
Chief of Staff

Date: 5/23/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JAN 11 2018

*[Handwritten signature]*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Richard Tom

Date of Request: 12/12/2017

City Attorney Branch/Section: LAWDWP Legal

Outside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 5

Neighborhood Legal Services, of LA  
1104 Chevy Chase, Glendale, CA

Outside Work Schedule days/times: Evenings

Phone Number: [REDACTED]

Type of Work: Volunteer Board Member

Start and End Date: 4/1/2017 - 12/31/2017

11/1/2017 - 12/31/2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature] Date: 12/26/17

Supervisor [Signature] Date: 1/4/18

Chief of Staff [Signature]

Branch Chief \_\_\_\_\_ Date: \_\_\_\_\_

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN 11 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Richard Tom Date of Request: 12/12/2017  
City Attorney Branch/Section: LRDWP Legal Outside Title/Position: Planning Commission  
Outside Employer Name and Address: Planning Commission Number of hours per week: 5  
City of South Pasadena Outside Work Schedule days/times: Evening/weekend  
1515 Mission, So Pasadena CA 91030 Phone Number: [REDACTED]  
Type of Work: Volunteer Service Start and End Date: 11/1/17 to 12/31/17  
11/1/18 to 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor: [Signature] Date: 12/26/17 Branch Chief: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Staff: [Signature] Date: 1/4/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

AUG 07 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

HUMAN RESOURCES

Name: Sean Tyler Date of Request: 7-27-18  
 City Attorney Branch/Section: Strategic Data Systems Outside Title/Position: Instructor  
 Outside Employer Name and Address: University of California, Los Angeles Number of hours per week: 1-2 hours (avg.)  
1125 Gayley Ave., Los Angeles, CA Outside Work Schedule days/times: 6:30 to 10pm  
90024 Phone Number: [REDACTED]  
 Type of Work: Education Start and End Date: 8/21/2018 to unknown

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain; <i>My work will not be on my regular schedule and city time.</i>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:<br><u>\$2,000 to \$5,000 per year.</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

David J. Dignin  
Supervisor

Date: 08/06/2018

[Signature]  
Branch Chief

Date: 8/6/2018

WAK  
Chief of Staff

Date: 8/6/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

APR 16 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Patricia UrseaDate of Request: 4/10/18City Attorney Branch/Section: Business + ComplexOutside Title/Position: Board of Directors

Outside Employer Name and address:

Volunteers of America L.A.  
3600 Wilshire Blvd, L.A.

Number of hours per week: Avg 1 hour  
per week or lessOutside Work Schedule days/times: meetings  
every other month (approx 1.5 hours)Phone Number: [REDACTED]Type of Work: Board of Directors  
memberStart and End Date: flexible  
4/10/18 - 4/9/19**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

CAK

Chief of Staff

Date: 4/10/18

Branch Chief

Date: 4/12/18Date: 4.11.18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

4

RECEIVED  
AUG 30 2018

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**

Name: Michael Walsh

Date of Request: 8/15/18

City Attorney Branch/Section: Civil Appeals

Outside Title/Position: guest lecturer

Outside Employer Name and address:

Number of hours per week: 1

USC - School of Pharmacy 1540 Alvarado St #140  
Regulating Science Law Course LA CA 90089

Outside Work Schedule days/times: just on 9/16/18

Phone Number: Eunjoo Hwang Pacific [REDACTED]

Type of Work: lecture on products liability

Start and End Date: 9/16/18 / 9/16/19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$300</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor: WAK

Date: 8/14/18

Branch Chief

Date: 8/29/18

Date: 8.15.18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

SEP 12 2018

HUMAN RESOURCES

Name: Jennifer Waxler

Date of Request: 8/31/18

City Attorney Branch/Section: Criminal - LAX

Outside Title/Position: attorney

Outside Employer Name and address:  
self

Number of hours per week: \_\_\_\_\_

Outside Work Schedule days/times: on my

Phone Number: \_\_\_\_\_

Start and End Date: ASAP / until case is

Type of Work: Civil to determine  
whether the family is entitled to  
reimbursement and compensation education  
if child was denied FARE.

8/31/18 resolved  
8/30/19

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>The case is against</u><br><u>LIVINGSTON Board of Education.</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature]

Date: 8/31/18

Supervisor

UAC

Date: 9/10/18

Branch Chief

Date: 9-7-18

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*[Handwritten signature]*

RECEIVED  
JUL 09 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Ethan Weaver

Date of Request: 7/6/18

City Attorney Branch/Section: Central Totals

Outside Title/Position: Pro Bono Attorney

Outside Employer Name and Address:

Number of hours per week: \_\_\_\_\_

Self

Outside Work Schedule days/times: 7/18/18 10 Am

Phone Number: [REDACTED]

Type of Work: See Attached memo

Start and End Date: 7/18/18 - 7/18/18  
19 (wfh)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

APPROVED BY:

[Signature]

Date: 7/6/18

Supervisor

Date: 7/6/18

Chief of Staff

[Signature] Date: 7/6/18

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

\*No work will be done on city time or with city resources

RECEIVED  
JAN 08 2018

*[Handwritten signature]*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: OSCAR WINSLOW

Date of Request: 1-3-2018

City Attorney Branch/Section: AIRPORT

Outside Title/Position: FAMILY LAWYER

Outside Employer Name and Address:

Number of hours per week: UPTO 5

SELF/HOME OFFICE

Outside Work Schedule days/times: VARIES

Type of Work: FAMILY LAW

Phone Number: [REDACTED]

Start and End Date: JAN 2018 1 JAN 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>MAXIMUM OF \$400 PER HOUR</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

[Signature]  
Supervisor

Date: 1-3-18

Branch Chief

Date: \_\_\_\_\_

Chief of Staff

Date: 1-5-18

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*[Handwritten signature]*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: OSCAR WINDLOW

Date of Request: 1-3-2018

City Attorney Branch/Section: AIRPORT

Outside Title/Position: HEARING OFFICER /  
MEDIATOR / ARBITRATOR

Outside Employer Name and Address:

Number of hours per week: AVERAGE 5

SELF / HOME OFFICE

Outside Work Schedule days/times: VARIES

Phone Number: [REDACTED]

Type of Work: MEDIATION / ARBITRATION

Start and End Date: JAN 2018 / DEC 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: <u>NONE APPARENT</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>MAXIMUM OF \$300 PER HOUR</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

J. Timothy J.  
Supervisor  
[Signature]  
Chief of Staff

Date: 1-3-18

Date: 1-4-18

Date: \_\_\_\_\_  
Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

My mediation / arbitration activities will involve both paid and volunteer duties.

14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: KAREN WOODWARD Attorney Date of Request: 8/27/18  
City Attorney Branch/Section: CIVIL LITIGATION Outside Title/Position: MASS TORTS COMMITTEE Co-CHAIR  
Outside Employer Name and Address: Number of hours per week: 30 MINUTES  
AMERICAN BAR ASSOCIATION  
321 NORTH CLARK STREET Outside Work Schedule days/times: TUESDAYS 8-8:30am  
CHICAGO, ILLINOIS 60654 Phone Number: \_\_\_\_\_  
Type of Work: COMMITTEE STRATEGY DEVELOPMENT Start and End Date: 8/2/18 / 8/20/19  
AND MANAGEMENT

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$2,400 (REIMBURSEMENT FOR TRAVEL)</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Supervisor: William B. Burdick Date: 8/27/18  
Chief of Staff: WAK Date: 8/28/18  
Branch Chief: \_\_\_\_\_ Date: 8.28.18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Karen Woodward Ide

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
MAY 01 2018  
RUSTH

Name: Karen Woodward

Date of Request: 4/26/2018 HUMAN RESOURCES

City Attorney Branch/Section: Civil Litigation

Outside Title/Position: Mass Torts Committee Co-Chair

Outside Employer Name and Address:

Number of hours per week: 30 minutes

American Bar Association  
321 North Clark Street  
Chicago, Illinois 60654

Outside Work Schedule days/times: Tuesdays -  
8am - 8:30am

Type of Work: Committee Strategy Development  
and Management

Phone Number: \_\_\_\_\_

Start and End Date: 8/2017 / 8/2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$2,400 (reimbursement for travel)</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

Robert Beck  
Supervisor

Date: 4/26/18

WAK  
Chief of Staff

Date: 4/30/18

Branch Chief

Date: 4/30/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
NOV - 6 2018

HUMAN RESOURCES

Name: Elaine Zhong

Date of Request: 10/24/2018

City Attorney Branch/Section: Housing

Outside Title/Position: Adjunct Professor

Outside Employer Name and Address:

Number of hours per week: 2-10 hours

University of Southern California  
Gould School of Law

Outside Work Schedule days/times: Tues, Thur 5-6pm

Phone Number: [REDACTED]

Type of Work: Adjunct Professor in  
Legal writing

Start and End Date: 1/2019 / 5/2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

*(No teaching in May 2019 but grading papers)*

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ Yes ☒ No <sup>re</sup>

less than \$10,000

**APPROVED BY:**

[Signature]

Date: 10/24/2018

Supervisor

[Signature]

Branch Chief

Date: 11/5/18

Chief of Staff

Date: 11/6/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUN 19 2018

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESC

312

Name: Elaine Zhong

Date of Request: 6/14/2018

City Attorney Branch/Section: Housing

Outside Title/Position: Adjunct Professor

Outside Employer Name and Address:  
USC Gould School of Law

Number of hours per week: 2-10 hours/week

Outside Work Schedule days/times: Tues, Thurs 9-10 am or 5-6 pm

Phone Number: [REDACTED]

Type of Work: Adjunct Professor - Legal

Start and End Date: 8/2018, through 11/2018

Writing - teaching first year legal writing to law students

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>less than \$10,000</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor  
IAK  
Chief of Staff

Date: 6/14/18  
Date: 6/18/18

[Signature]  
Branch Chief  
Date: 6/18/18

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*Request modified to Tuesdays and Thursdays leaving  
no earlier than 4:30 pm.*